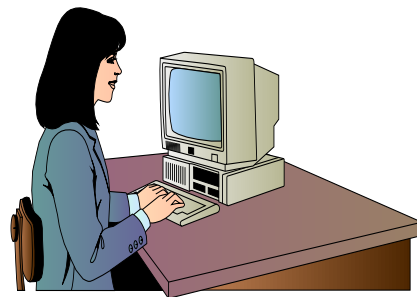


BUREAU OF LAND MANAGEMENT
ARIZONA
OCTOBER 2001



TELEWORK
PROGRAM
GUIDELINES

Arizona Telework Program Guidance

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2. Telework Work Agreement
3. Employee Self-Certification Safety Checklist
4. Supervisor-Employee Checklist
5. Annual Recertification of Employee Eligibility to Continue in the Telework Program
6. Receipt of Property (Form DI-105)

I. BACKGROUND.

The Telework program is an innovative management program which provides employees the opportunity to perform work at alternative duty stations (e.g., satellite locations, employee's residences) during an agreed-upon portion of their work week. Telework, also known as flexiplace, flexible workplace, alternate work station, work-at-home, and telecommuting, refers to paid employment away from the organization's traditional worksite.

II. PURPOSE.

It is the practice of the BLM Arizona to schedule and deploy our workforce in the conduct of our mission in such a manner as to achieve optimal productivity, to enhance the spirit, morale and welfare of employees while serving the public in a professional manner.

Our employees are essential to the effective operation of our work. In our efforts to constantly achieve high levels of performance, efficiency, and productivity with limited budgetary resources, the creative application of new technology, new organizational configurations and innovative human resource management will contribute to these goals.

Air pollution, which is primarily the result of commuter-associated emissions, can be reduced by applying alternative work scheduling and worker deployment techniques. We can support local conservation efforts through the environmental benefits that accrue from work scheduling flexibility. Also, due to the reduction of available office space and the potential economical value, employees may share work stations.

This guidance will serve as the foundation for establishing a Telework program which will benefit BLM Arizona.

III. BENEFITS.

The Telework environment provides a means of responding to rapidly changing factors that are impacting today's workforce -- demographic, societal, and technological -- and has proven effective in reducing employee turnover and absenteeism, improving management techniques, and responding to sociological and environmental issues.

Telework programs already exist in both the public and private sectors and are showing positive results.

Telework arrangements can also help put injured, ill, or physically limited employees back to work. Organizations may be able to find work that such employees can perform at home or may be able to "restructure" existing work so that some of it may be performed at home.

IV. SCOPE.

This guidance will apply to all BLM Arizona employees. Employees on Intergovernmental Personnel Agreement (IPA) assignments, Senior Executive Service (SES) employees, contract employees and employees on reverse IPA's are not eligible. In addition, supervisors are not eligible for participation in the On-Going Telework program.

V. POLICY.

Participation in the Telework program is voluntary. Generally, any occupation/job involving portable work can be considered for inclusion in the Telework program. Management will decide whether the employee and the position meet the criteria and consider the additional cost to the organization. Employee's participating in the program may withdraw from the program after providing sufficient advance notice to ensure management and employees adequate time to plan for reversions back to a regular work environment and schedule. Reasons for withdrawing may include: no longer able to fulfill the agreement, no longer benefits the organization, transfers to a different position, lost interest in program, no longer benefits employees, etc.

A Telework work agreement will be required for all participants. All participants must acknowledge they have read this policy and understand it's provisions prior to beginning their participation. Each office will budget for additional cost associated with their Telework program participation.

VI. RESPONSIBILITIES.

A. Supervisors will:

- (1) determine if the position, nature of work, and employee are suitable for participation in the Telework program;
- (2) recommend the employees' participation only as appropriate;
- (3) develop or amend performance standards and measurements, if necessary, for work performed away from the official duty station;

- (4) assign appropriate work to be performed at the alternate duty station;
- (5) maintain productivity results and information to evaluate the program; and
- (6) Supervisors must complete the "Supervisor-Employee Checklist" (Attachment 4) and discuss the items covered on this list with the employee prior to signing a Telework work agreement.
- (7) Provide necessary software, when required.

B. Employees participating will:

- (1) complete BLM Telework application form;
- (2) complete work agreement;
- (3) complete tour of duty form and observe agreed-upon hours of work in accordance with established policies;
- (4) observe established policies of requesting leave;
- (5) use government equipment only for official purposes;
- (6) take appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of official documents or records;
- (7) complete the "Employee Self-Certification Safety Checklist," which identifies significant safety standards and return it to their supervisor prior to entering into a Telework program agreement;
- (8) give their home phone numbers to their supervisor and staff members, upon request and;
- (9) check their voice mail and e-mail, (if available), at least twice a day.

If a member of the public needs immediate access to the employee, the supervisor or staff member will contact the employee at home and request him or her to return the call.

C. The Telework Program Coordinator duties will include, but are not limited to:

- (1) ensuring that all participating supervisors and employees are aware of their responsibilities;
- (2) informing all participating employees of their responsibilities;
- (3) assisting supervisors and employees in ensuring that customer feed-back concerns are addressed; and
- (4) maintaining copies of all Telework applications.

D. Only the State Director may approve On-Going Telework agreements. Deputy State Directors or Field Office Managers are responsible for final approval of Medical Telework agreements.

Immediate supervisors are responsible for approval of Project-Oriented or Short-term Telework agreements.

VII. GUIDELINES.

A. Employee Participation. Telework is targeted to current employees whose positions or projects lend themselves to being performed away from the official duty station. Participation is voluntary, and requires management approval. Teleworking is a benefit and not an entitlement -- working at an alternative site is not an employee right, it is a privilege.

B. Definitions.

1. On-Going. May work from one to four days per week out of the office. To minimize isolation and communication problems and to facilitate integration of the employees with those in the office, the On-Going Telework employee will be regularly scheduled to work at least one day per week in the office. Only the State Director may approve this type of Telework.

2. Project-Oriented or Short-Term. Recognizing that projects may be amenable to being performed at home or an alternative work site, rather than in an office setting, Telework will be available on an ad hoc or case by case basis for short durations of time not to exceed four weeks to complete all or discrete portions of projects. This type of telework may be authorized by the immediate supervisor

3. Medical. Medical conditions may include, but are not limited to: recovery from a serious condition, injury or surgery. Management will continue to provide Telework options to enable employees to remain active and productive while coping with a personal or family Medical condition. Participation may be authorized by Deputy State Directors and Field Office Managers for part-time or full-time, not-to-exceed six months (may be extended, depending on needs of the office and/or the employee) .

C. Selection Criteria.

Approvals to participate in each type of Telework will be granted on a case-by-case basis by the State Director for On-Going, the employee's Deputy State Director or Field Office Manager for Medical, and the employee's immediate supervisor for Project-Oriented or Short-Term.

1. Eligibility Requirements for On-Going Telework

For Employees:

- a. employees in their probationary period are not eligible;
- b. the employee's most recent performance appraisal rating of record must be "achieved;"
- c. the employee must have clearly defined performance standards and measurements;
- d. the employee must have received management approval for participation;
- e. the employee must be willing to sign and abide by a written work agreement (Attachment 2);
- f. the employee must be able to provide or use an alternate work location which fulfills the safety requirements (Attachment 3);
- g. the employee must be able to provide dependent care arrangements for his/her dependents during the time the employee is working at home;
- h. the employee must have demonstrated the ability to work independently;
- i. the employee's work must be of such a nature as to be able to be performed effectively away from the official duty station;
- j. appropriate Teleworking work should consist of tasks such as:
 - work that is portable and able to be performed effectively

outside of the office

- tasks should be easily quantifiable or primarily project-oriented
- reading/writing/data processing
- telephone and E-mail communication
- work that does not require face-to-face interaction
- document review and research time;

k. Inappropriate work that would not lend itself to On-Going Teleworking include:

-- positions that require full-time, face-to-face interaction, including supervision, answering telephones, reception, etc.

Supervisors will:

- a. evaluate each application on its own merits to ensure consistent application of the program guidelines.
- b. administer Telework agreements in accordance with the program guidelines.
- c. not participate in On-Going Telework.
- d. ensure that public and internal contact needs are being provided.

2. Eligibility Requirements for Project-Oriented or Short-Term Telework

Same as for On-Going Telework, except immediate supervisors may approve Project-Oriented or Short-Term Teleworking and the nature of the work will be:

- a. a project, or discrete portion of a project, which is of short duration, with measurable work products;
- b. of an infrequent or occasional nature; (as opposed to on-going and recurring)

- c. Managers and supervisors may use Project-Oriented or Short-term Telework occasionally. Its use will be kept to a minimum, since their primary responsibility is to be readily available to their employees. While working at an alternate work site, they must be available by phone during their normal tour of duty.

3. Eligibility Requirements for Medical Telework

Same as for On-Going and Project-Oriented or Short-Term except approval is required by the employee's Deputy State Director or Field Office Manager and:

- a. the employee has a debilitating illness or health condition which limits his/her mobility and prevents him/her from commuting to and from his/her regular workplace. Administratively acceptable Medical documentation will be required to support the request;
- b. there is realistic expectation of returning to at least part time work in the office within a reasonable period of time;
- c. there are job responsibilities with measurable work tasks which could be accomplished at home.

D. Work Agreements.

Each employee must sign the applicable work agreement that covers the terms and conditions of the Telework program. The work agreement constitutes an agreement by the employee and his/her supervisor to adhere to the applicable guidelines and policies. The work agreement covers items such as: the voluntary nature of the arrangement; duration of Telework assignment; hours and days of duty for each duty station; responsibilities for timekeeping, leave approval, and requests for overtime and compensatory time; performance requirements; proper use and safeguards of government property and records; standards of conduct, etc. Employees participating in Project-Oriented or Short-Term Telework must sign a work agreement (Attachment 2) prior to their initial assignment.

E. Work Schedules.

Work away from the office will vary depending upon the individual arrangements between employees and their supervisors. However, each work agreement for On-Going Telework will provide for at least one day per week at the official duty station. This will ensure that the employee is available in the office during the week for face-to-face meetings, access to facilities, etc. Telework work schedules must identify the days and times the employee will work in each work setting. Variation from the agreed upon work schedule must be approved by the supervisor. Work schedules can parallel those in the office or be structured to meet the needs of participating employees and their supervisors; however, the agreed upon tour must comply with legal requirements and BLM policy for time and attendance.

Flexible (i.e., Maxi-Flex) and compressed work schedules (i.e., 4-10's, 5/4/9) will continue to be available to employees, where they are currently available. Supervisors may change work schedules as needed.

F. Position and Performance Issues.

1. Position Descriptions. Changes to position descriptions are not required unless the Telework arrangement changes the actual position duties. Minor modifications may be made to reflect the supervisory controls or work environment factors.
2. Performance Evaluations. Critical results and performance indicators must have clearly defined performance requirements that are quantifiable, measurable, and results-oriented. Explicit and objective "norms" for work output should be consistent with those required and sustained in the office and monitored through scheduled and required progress reporting.

G. Records Management.

All employees of the BLM are required to comply with the following guidelines on record or duplicate record use when working at Telework locations. Compliance with these Telework policies will protect the agency and the employee in the event of litigation or government investigation. During an investigation, all relevant records must be made available to investigators and auditors. Title 18, U.S.C., Section 1516 makes it a criminal violation punishable

by a fine or imprisonment to obstruct an audit.

1. Any official record removed for Telework assignments remains the property of the BLM. Additionally, any official record that is generated from Telework assignments becomes the property of the BLM.
2. Employees must get written approval from their supervisor prior to taking official records home. This approval will be for a stated period of time only. A Charge out Record (Optional Form 23) should be filed in place of the removed file folder to let other office personnel know the locations of the removed file.
3. The removal of Privacy Act and other sensitive information for Telework assignments is subject to supervisory approval. When such records are used by BLM employees at Telework locations, care must be taken to ensure that information is not disclosed to anyone except those who are authorized access to the information in order to perform their duties. Appropriate administrative, technical, and physical safeguards must be taken to ensure the security and confidentiality of these records is maintained at all times.
4. At the conclusion of the approved charge out time, the Telework assignment, or upon termination of employment, the employee must return the official record to the BLM office. If the employee needs this record to complete future Telework assignments, they must again get written approval from their supervisor, prior to removal of the record from the office.
5. When duplicate copies/records used at Telework locations are no longer needed by the employee, they must be recycled or destroyed as long as they do not contain Privacy Act information. Records in this category must be returned to the BLM so they can be shredded. In the event that any information should be added to or changed in this duplicate record, it must be added to or changed in the official record. If an employee has a duplicate record at home and there is no longer an administrative need to retain the record, the employee must obtain permission from their supervisor to retain this duplicate copy for their own personal use.
6. Classified Business Information (CBI) or national security

classified information may not be removed from the BLM offices.

H. Time and Attendance Issues.

1. Hours of Duty. Employees may work standard schedules or follow alternative work schedules depending upon the agreement between the employee and the supervisor. The hours at the alternative duty station are selected by the supervisor and the employee. Normally, it is recommended that no more than four Telework days be allowed per week. Exceptions to this policy may be appropriate in certain instances to provide managers flexibility. For example, allowing an individual who for physical reasons, cannot work in an office setting for 8 hours a day, working 4 hours per day in the office and 4 hours per day at an alternate approved location, 5 days per week. Completely unstructured arrangements where employees work at home at will, are not permitted. The tours of duty which may be established are described in 5 C.F.R. Part 610. All established BLM policies, including core hours, lunch hours, and credit hour accrual, must be followed in establishing hours of duty for Telework program participants.
2. Leave. The policies for requesting annual leave, sick leave, or other absences from duty remain unchanged. Employees are responsible for requesting leave in advance from their supervisor.
3. Certification and Control of Time and Attendance (T&A). Employees must indicate in the remarks section of their time and attendance report time worked at an alternate (Telework) duty station. Proper monitoring and certification of employee work time is critical to the success of the Telework program. Supervisors must report time and attendance to ensure that employees are paid only for work performed and the absences from scheduled tours of duty are accounted for. Federal policy and procedures governing certification of time and attendance require agencies with employees working at remote sites to provide reasonable assurance that they are working when scheduled. Reasonable assurance may include occasional supervisor telephone calls, occasional visits by the supervisor to the employee's alternate worksite, and determining the

reasonableness of work output for the time spent.
Employees should code all base time worked to "010."

4. Administrative Leave, Dismissals, Emergency Closings.
Although a variety of circumstances may affect individual situations, the principles governing administrative leave, dismissals, and closings remain unchanged. The ability to conduct work (and the nature of the impediments), whether at home or at the office, determines when an employee may be excused from duty.

I. Fair Labor Standards Act (FLSA).

The existing rules in Title 5, U.S.C. and in the Fair Labor Standards Act governing overtime also apply to Telework arrangements. Overtime is time worked performing official duties in excess of the scheduled tour of duty that is ordered and approved. It is the responsibility of the supervisor to regulate and control the use of overtime and compensatory time. Employees are responsible for requesting, in advance, approval to work in excess of their normal hours of duty. This is particularly important when employees are working at home without direct supervisory oversight. An employee who works overtime or compensatory time without advance supervisory approval may be removed from the Telework program.

J. Worker Compensation.

Telework employees are covered by the Federal Employees Compensation Act (FECA) and can qualify for continuation of pay or workers' compensation for on-the-job injury or occupational illness, if injured in the course of actually performing official duties at the official or alternate duty station. Supervisors must ensure that claims of this type are brought to the attention of the BLM Safety Officer. Any accident or injury occurring at the alternate duty station must be brought to the immediate attention of the supervisor. Because an employment-related accident sustained by an employee participating in the Telework program could occur outside of the premises of the official duty station, the supervisor must investigate all reports immediately following notification. Employees must complete the "Employee Self-Certification Safety Checklist," which identifies significant safety standards and return it to their supervisor before receiving approval for a Telework work agreement.

K. Pay Issues.

1. Duty Station. For pay purposes, the "official duty station" is the employee's Federal office.
2. Special Salary Rates. The employee's official duty station serves as the basis for determining special salary rates.
3. Premium Pay. The normal rules apply for night differentials, and Sunday and holiday pay, whether work is accomplished at the conventional or alternate duty station. Official work schedules, as reflected on BLM Form 1400-72, determine the entitlement to premium pay.

L. Facilities Issues.

1. Sharing of Work Space. By applying for and being approved for the On-Going Telework Program, employees are consenting to share work space.
2. Home Office Space. Employees participating in Teleworking should have a designated work space or work station for performance of their Telework duties. Requirements will vary depending on the nature of the work and the equipment needed to perform the work. At a minimum, an employee should be able to easily communicate by telephone with their supervisor and organization during the Telework day.
3. Home Utility Expenses. Incremental home utility costs associated with Teleworking may not be paid by the BLM. Potential savings to the employee resulting from reduced commuting, meals, etc., may offset any incidental increase in utility expenses. Exceptions apply only where the personal expense directly benefits the Government.
4. Miscellaneous Expenses. Costs associated with the copying of work-related materials, commercial fax charges, express mail, etc., will generally not be reimbursed by the BLM. Employees participating in Teleworking should complete these duties whenever possible at the office, using BLM equipment, services, and materials. However, supervisory approval for emergency expenditures while working at an alternate work site may be requested by the employee and be granted only on a case-by-case basis.

M. Telecommunications and Equipment.

1. Telephone. The BLM will provide telephone credit cards or will reimburse an employee working under an approved Telework agreement for business-related long-distance and toll phone calls on their personal phone. The BLM may install telephone lines, necessary equipment, and pay monthly telephone charges in private residences when an additional line is necessary to perform duties.
2. Lap-top Computers, Government-owned Equipment, Etc. Government-owned property such as lap-top computers and other telecommunication equipment should be used by employees in their private residences provided the equipment is used only for official business. Only "official" software should be loaded on government-owned lap-top computers. Help Desk support for computer related problems will be handled over the phone. Any necessary maintenance and repairs of said equipment will be performed at the office. Strict adherence to regulation concerning the safeguarding and removal of all equipment is essential. Prior approval must be obtained before any property is removed from the BLM and a DI-105 must be issued for each piece of equipment. (See attachment #4)
3. Use of Private Computer Equipment. Use of private computer equipment for purposes of fulfillment of Arizona teleworking policies is discouraged. The government shall not be held liable for any damage incurred on a personal computer while performing teleworking duties (See Attachment #2). Help Desk support will not be available to resolve conflicts with personal software and hardware.

N. Liability.

Advice and assistance regarding official matters involving legal claims or liabilities should be referred to the Office of Field Solicitor. Generally, Telework employees are covered and may file claims under the Federal Employees Compensation Act, the Military Personnel and Civilian Employees Claims Act, and the Federal Tort Claims Act for personal injury, property loss/damage, or Federal employee negligence issues.

VIII. APPLICATION PROCESS AND PROCEDURES.

- A. All employees interested in participating in the Telework program will receive a copy of the Telework Program Guidelines which provides an

overview of the program and the requirements for participation.

- B. Employees meeting the eligibility requirements for Teleworking (see sec. VII, para. C) may apply for the program by completing the attached application package and obtaining the appropriate approval signatures.

Telework APPLICATION PACKAGE. The following forms, which follow this section, must be used to document and administer participation in the Telework program:

1. Telework Application Form
2. Telework Work Agreement
3. Employee Self-Certification Safety Checklist
4. Checklist
5. Annual Recertification of Employee Eligibility to Continue in the Telework Program (On-Going only).
6. Receipt for Property (Form DI-105)

- C. The original signed application package must be forwarded to the Telework Coordinator. The Telework participant and his/her supervisor should each retain a copy.

IX. SUSPENSION, TERMINATION AND TRANSFER ISSUES.

A. Suspension or Termination

1. An employee may suspend or terminate his/her Telework arrangement at any time without prejudice.
2. A performance appraisal rating of "not achieved" automatically suspends or terminates an employee's Telework arrangement.
3. Management retains the right to suspend or terminate an employee's Telework participation if performance declines or if it no longer benefits the Agency to have the employee work at home.

It is very important that the Telework Coordinator be promptly notified whenever a Telework employee decides to terminate participation or is terminated or suspended from the program.

B. Transfers

This section discusses procedures to be followed whenever there are

job position changes (transfers) that may affect Telework participation. Examples of such transfers are:

1. the Telework employee transfers to a different job and/or organizational unit;
2. the supervisor of a Telework employee transfers to a different job;
3. the Telework employee is assigned to a new supervisor.

Whenever such transfers or position changes occur, the following actions should be taken:

1. If the change results in a new supervisor for the Telework employee, the new supervisor may continue or terminate the employee's Telework participation. Should participation continue, the new supervisor should be provided orientation, schedule for work team attendance, and given any relevant information/materials associated with the progress of the program, and the Telework Coordinator should be notified.
2. If the change results in participation termination for one or more Telework employees, termination procedures, discussed in the previous section, should be followed for each employee affected.

X. DISAPPROVAL PROCESS.

An application for Teleworking may be disapproved by the second level supervisor upon recommendation by the immediate supervisor, based on established required criteria for participation in the Teleworking Program. Issues should be resolved at the lowest possible level.

BLM TELEWORKING APPLICATION FORM

Employee Name:

Job Title, Pay Plan, Series, & Grade:

Division, Group, or Team:

Home Address:

Home Telephone Number:

First-level Supervisor's Name:

Supervisor's Telephone:

Type of Telework:

Start Date:

End Date: _____

☐ On-Going (1 to 4 days per week)

☐ Project-Oriented or Short-Term (short duration project-type work)

☐ Medical (Consult Human Resources for more information on this program.)

1a. Type of work to be performed at alternate work site: (Please be specific. If more space is needed, use the Comments Section on this form or continue on a separate sheet of paper.)

1b. Outcome/Results Achieved:

2. If you are applying for On-Going Telework, please briefly describe how you meet the criteria for participation and benefits to the Agency: (See page 5 of the program guidance.)

3. Benefits to the Agency:

4. Comments:

(Employee Signature)

(Date)

Attachment 1-1

BLM TELEWORK APPLICATION FORM

☐ Approved ☐ Disapproved

If disapproved, give reason: _____

First-level Supervisor's Signature: _____ Date: _____

State Director, DSD or
Field Office Manager Signature: _____ Date: _____

If the employee is approved for Telework participation, provide employee and first-line supervisor with a copy of this form. Send the original to the Telework Program Coordinator.

EMPLOYEE'S OFFICIAL TOUR OF DUTY		HOURS		DUTY STATION	
Workweek	Day	From	To	Official	Alternate
	Monday				
	Tuesday				
Week 1	Wednesday				
	Thursday				
	Friday				
	Monday				
	Tuesday				
Week 2	Wednesday				
	Thursday				
	Friday				

NOTE: Management reserves the right to alter the employee's established work schedule to accommodate peak workload office demands or for any other official purpose with advance notification.

Attachment 1-2

BLM TELEWORK WORK AGREEMENT

Employee Name:_____ Office:_____

1. Employee agrees to adhere to the applicable guidelines and policies. USDOl Bureau of Land Management (BLM) concurs with employee participation agrees to adhere to the applicable guidelines and policies.
2. Duty Station. All pay, special salary rates, leave and travel entitlement will be based on the employee's official duty station.

Official duty station is: _____
(City, State)

Alternate duty station is: (the location in which the employee is designated to work while not at the official duty station):

(Address)

3. Describe the designated work area in the alternative duty station:

4. Employees must indicate on their time and attendance report all time worked at an alternate (Telework) duty station. Employee's supervisor will certify biweekly time and attendance for hours worked.
5. Employee must obtain supervisory approval before taking leave in accordance with established office procedures. By signing this agreement, employee agrees to follow established procedures for requesting and obtaining approval of leave.
6. Employee will continue to work in pay status while working at his/her alternate duty station. An employee who works overtime, which has been ordered and approved in advance, will be compensated in accordance with applicable laws, regulations, and OPM guidance. By signing this agreement, employee agrees to obtain proper approval for overtime work. Failure to adhere to proper approval for overtime may result in the employee's removal from the Telework program or other appropriate action.

7. An employee who is authorized to use Agency equipment will protect the Agency equipment in accordance with established procedures.
8. Provided the employee is given at least 24 hours advance notice, the employee agrees to permit periodic home inspections by the Agency of the alternate duty station during the employee's normal working hours to ensure proper maintenance of Agency-owned equipment and duty station conformance with safety standards.
9. The Agency is not liable for damages to an employee's personal or real property during the course of performance of official duty or while using BLM equipment in the employee's alternate duty station, except to the extent the BLM is liable under the Federal Tort Claims Act or under the Military Personnel and Civilian Employees Claims Act.
10. The Agency is not responsible for operating costs, home maintenance or any other incidental costs (e.g., utilities) whatsoever associated with the use of the employee's alternate duty station (e.g., home residence). The Agency will provide all necessary office supplies (such as paper, pens, printer ribbons, diskettes, envelopes, tape, staples, etc.).
11. An employee working under an approved Telework agreement will use a Government telephone credit card or will be reimbursed for business-related long distance and toll phone charges on his or her personal phone. Costs associated with the copying of work-related materials, fax charges, express mail, etc., will only be reimbursed by the BLM with prior supervisory approval.
12. The employee is covered under the Federal Employee's Compensation Act if injured in the course of performing official duties at the official or alternate duty station. Any accident or injury occurring at the alternate duty station must be brought to the immediate attention of the supervisor. The supervisor must investigate all reports immediately following notification.
13. Employee must complete the "Employee Self-Certification Safety Checklist" which identifies significant safety standards and submit it to his/her supervisor prior to participating in the Telework program.
14. The Telework employee will communicate at least daily with his/her supervisor or acting to receive assignments and have completed work reviewed in accordance with the supervisor's instructions.
15. The employee will complete all assigned work in accordance with his/her supervisor's instructions.

16. The supervisor will evaluate the employee's job performance against performance standards and measures established in the employee's performance agreement. The agreement will be amended to reflect employee's Telework participation, if appropriate.
17. Regular and required progress reporting, as defined by the supervisor, will be used by the supervisor in his/her assessment of employee's job performance.
18. To participate in the Telework program, an employee's most recent performance rating must be "achieved."
19. Employee agrees to use approved safeguards to protect Agency records from unauthorized disclosure or damage and to comply with the requirements set forth in the Privacy Act of 1974, as amended, 5 U.S.C. 552a, and those concerning the release of confidential business information (CBI) as set forth in 40 C.F.R. Part II, Subpart B. See paragraph H in the Guidance for more details.
20. Employee may suspend or terminate participation in Telework program at any time without prejudice. Management has the right to remove the employee from the program if the employee's performance declines or if the program fails to meet the needs of the organization, as defined by the supervisor.
21. Employee agrees to perform his/her officially assigned duties at either the official duty station or the alternative duty station. Failure to comply with this provision may result in charge of leave, loss of pay, termination of participation in the program or disciplinary action, as warranted, based on the situation.
22. Employee agrees not to conduct unauthorized personal business while in official duty status at the official or alternate duty station (e.g., childcare, elder care, home repairs, etc.).
23. Supervisor must complete the "Supervisor-Employee Checkout List" and discuss the items covered on this list with his/her employee prior to signing a Telework work agreement.
24. This Agreement does not restrict the employee's right to change schedules in accordance with existing Agency policies. If a permanent change of schedule is approved, the schedule on page 2 of the application package will be changed accordingly and initialed by both employee and supervisor.
25. Employee and supervisor agree to complete the "Annual Recertification of Employee Eligibility to Continue in the Telework Program" and submit it to the Telework Program Coordinator by November 30th of each year, (On-Going only).
26. By signing up for the On-Going Telework Program, I understand I am consenting to share my work space.

I have read and understand the Telework Policy Guidelines and Work Agreement and agree to adhere to the applicable guidelines and policies as set forth in both documents.

(Employee's Signature)

(Date)

Waiver
(If Applicable)

I elect to use my own personal computer and associated peripherals for the purposes of meeting teleworking requirements, accepting full responsibility and liability for all data and equipment used, including installation of a Bureau standard virus scan software. It is my responsibility to ensure all disks and related data files are scanned prior to loading on any government equipment. I acknowledge that technical support will not be provided to resolve conflicts with personal software and hardware.

(Employee Signature)

(Date)

The Agency concurs with the participation of the above referenced employee and understands the Telework Policy Guidelines and agrees to adhere to the applicable guidelines and policies.

(Supervisor's Signature)

(Date)

(Teleworking Program Coordinator)

(Date)

EMPLOYEE SELF-CERTIFICATION SAFETY CHECKLIST

The following checklist is designed to assess the overall safety of the alternate duty station. Please read and complete the self-certification safety checklist. Provide a brief explanation for any item checked "no" in the Remarks section. Upon completion, you and your immediate supervisor should sign and date the checklist. Employees are responsible for informing their supervisor of any significant change.

	YES	NO	N/A
1. Is the space free of indoor air quality problems?			
2. Is the space free from excess noise?			
3. Is there a potable (drinkable) water supply system in place?			
4. Is adequate ventilation present for the desired occupancy?			
5. Are bathroom(s) available with hot and cold running water?			
6. Are all stairs with four or more steps equipped with handrails?			
7. Is the main electrical shutoff marked and its location known?			
8. Does the space contain an electrical panel with either circuit breakers or fuses?			
9. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling)?			
10. Will the building's electrical system permit the grounding of electrical equipment?			
11. Are aisles, doorways and corners free of obstructions to permit visibility and movement?			
12. Is all work-related furniture (desks, tables, chairs, filing cabinets, etc.) in sound, serviceable condition?			
13. Are furnishings exceeding 5 feet in height secured to prevent falling?			
14. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?			
15. Is the office space free of combustible materials?			
16. Are floor surfaces clean, dry, and reasonably level?			
17. Are carpets well secured to the floor and free of frayed or worn seams?			

Remarks: _____

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)

Attachment 3-1

CHECKLIST

The following checklist is designed to ensure that your employee is properly oriented to the policies and procedures of the Telework program. Questions 4, 5, and 6 may not be applicable; if this is the case, simply state N/A in the Date Completed column.

	<u>Date Completed</u>
1. Employee has read Agency policy outlining policies and procedures of the Telework program.	1. _____
2. Employee has been provided with a schedule of duty hours.	2. _____
3. Equipment issued by the Agency is documented. (Attach DI-105)	3. _____
4. Policies and procedures for care of equipment issued by the agency have been explained and are clearly defined.	4. _____
5. Policies and procedures covering classified, secure, or Privacy Act data have been discussed and are clearly understood.	5. _____
6. Requirements for an adequate and safe alternate duty station have been discussed, and the employee certifies those requirements are met.	6. _____
7. Performance expectations have been discussed and are clearly understood.	7. _____
8. Employee understands that the supervisor may terminate employee participation at any time, in accordance with established administrative procedures and union negotiated agreements.	8. _____

Remarks: _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

ANNUAL RECERTIFICATION OF EMPLOYEE ELIGIBILITY IN THE ONGOING TELEWORK PROGRAM

Employee Name: _____ Supervisor Name: _____

For On-Going Telework participants, list the employee's established work schedule below. Indicate in the last row if the work site is at the office (O) or the Telework (T) site.

Workweek	Day	From	To	Official	Alternate
	Monday				
	Tuesday				
Week 1	Wednesday				
	Thursday				
	Friday				
	Monday				
	Tuesday				
Week 2	Wednesday				
	Thursday				
	Friday				

The following checklist is designed to help you assess an employee's eligibility to continue in the Telework program.

	YES	NO
1. Do the work assignments and responsibilities of the employee's current position warrant continued participation?		
2. Is the employee's most recent performance evaluation "achieved?"		
3. Does the employee demonstrate ability to work independently?		
4. Is the quality and quantity of the employee's work enhanced by participation?		

_____ Approved _____ Disapproved.

Reason: _____

I have reviewed and discussed the recertification criteria and decision with the employee.

(Employee's Signature) (Date) (Supervisor's Signature) (Date)

(State Director, DSD, or Field Office Manager Signature) (Date)

Please make two additional copies of this form and distribute as follows: Original - Telework Coordinator; 1st copy - supervisor; 2nd copy - employee

United States
Department Of The Interior
Bureau of Land Management
Arizona

RECEIPT FOR PROPERTY

NUMBER		DESCRIPTION (INCLUDE SERIAL NUMBERS, MODEL, ETC.)	QUANTITY	UNIT OF ISSUE	COST
ITEM	PROPERTY				
1					
2					
3					
4					
5					
6					
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11					
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Issued By: (Name and Title)	Date of Issue:
It is understood that I am personally responsible for the property listed hereon and that if any of the property is lost, stolen, damaged or destroyed through my simple or ordinary neglect or gross negligence I can be held financially liable as determined by a Board of Survey.	
Received By: (Name and Title)	Signature and Date:

RETURN ORIGINAL TO EMPLOYEE UPON TURN-IN OF PROPERTY